

**All India Institute of Medical Sciences, Ansari Nagar, New Delhi**  
**Finance Division**

No.B&C/Misc/2016-17

Dated 21.11.2016

**Circular**

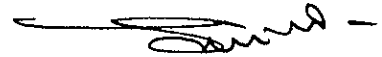
In pursuance of OM No. 25(30)/E.Coord/2016 dated 17 November 2016 issued by Department of Expenditure, Ministry of Finance, the advance salary amounting to Rs. 10,000/- in cash will be disbursed to all non-gazetted employees of the Institute (those who have been paid adhoc bonus for the Financial Year 2015-16) from 22.11.2016 to 23.11.2016.

Employees who do not wish to receive the cash payout of the part salary advance may give their option in the prescribed format (copy enclosed) to their respect Accounts Officer by 22.11.2016. In case no option is received by the said date, it will be presumed that the employee has opted for cash pay-out for advance salary.

The employees posted in Main Hospital may draw their advance salary from concerned accounts officers at Ground Floor, Administrative Block and II<sup>nd</sup> Floor, Convergence Block, AIIMS

In respect of employees posted at various centres, the cash payout of the part advance salary may be drawn from Accounts Section of respective centres.

It is mandatory to produce official Identity Card at the time of disbursement of advance salary cash pay-out.



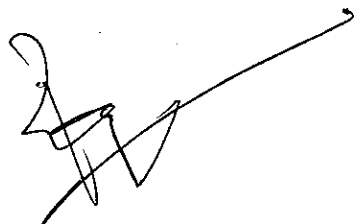
Financial Advisor

To

All Chief of Centre  
All Head of the Department  
All Branch Officers  
All Notice Boards

Copy to :

1. PPS to Director/Dy. Director,/Sr. Financial Advisor/MS
2. Professor Incharge, Computer Facility : with the request to upload the circular to Institute's Website



**PROFORMA**

(Reference Ministry of Finance, Department of Expenditure O.M.  
No. 25(30)/E.Coord/2016 dated the 17<sup>th</sup> November, 2016)

With reference to the above mentioned Office Memorandum, I hereby give my option to **receive/not receive** *(strike out, which is not applicable)* part salary, in advance, amounting to Rs. 10,000/- (Rupees ten thousand) for the month of November 2016 in the form of cash.

Date :

Signature\_\_\_\_\_

Name \_\_\_\_\_

Designation\_\_\_\_\_

Ministry/Department/Office

To

Drawing & Disbursing Officer  
Ministry/Department/Organisation